

Event Insurance (Online) Purchase

Instructions



Procedure:

Snohomish County Parks requires that all room rental events that serve alcohol at Willis Tucker Park be insured and obtain a banquet permit. Following are instructions for purchasing (online) event insurance that meet Snohomish County requirements.

Certificates of Insurance must be provided to the Parks Administration office for review prior to the event. Failure to obtain required insurance will result in denial of alcohol on the premises, with the possibility of termination of reservation and loss of non-refundable portion of deposit.

Instructions:

While the online directions are pretty intuitive, step-by-step directions are provided for additional guidance.

1. Enter the following URL address in your internet browser: <https://www.ebi-ins.com/e/tulip/apply.aspx>
2. **Step 1** identifies the facility. Enter the following:
 - a. First box: **0495**
 - b. Second box: **000** (for Willis Tucker)
3. **Step 2** determines eligibility for your event.
 - a. From the pull-down menu, select the type of event you are hosting. Contact the Parks office if the type of event you are hosting is not listed
 - b. Answer the remaining questions by clicking on the applicable buttons
4. **Step 3** determines your premium and requests renter identification. Answers should reflect information provided on rental application form.
 - a. Click on calendar date(s) your event takes place. If wrong date is selected, click a second time to remove. If 1-day event extends beyond midnight, do not select following day.
 - b. You must select Liquor Liability if your event will be serving alcohol (Willis Tucker only)
5. Select "Quick Quote" to verify amount due
6. Enter Insured/Contact information and submit
7. Verify information for accuracy
8. View contract and check "I agree..." box
9. Verify charges summary and continue to payment
10. Enter credit card info and Continue
11. You will receive an Order Number (confirmation). A certificate will be automatically e-mailed to the address you entered in the Contact Information in Step 3.
12. Forward the certificate to: scparksrec@gmail.com

Event Insurance Refund

Instructions

Coverage purchased via this web site is **fully** refundable if the following conditions are met:

It is not less than 24 hrs of the insured event's effective date of coverage. Please be advised that coverage begins at Eastern Time Zone.

We will not cancel coverage or refund **any** premium once the coverage becomes effective.

To cancel, go to <https://www.ebi-ins.com/e/tulip/cancel.aspx> and complete the requested information. You will need to know the following:

- 1. The order number from your receipt.**
- 2. The last 4 digits of the credit card used to make the purchase.**
- 3. The effective date of your certificate must be later than the current date.**
- 4. Your purchase must have occurred within 60 days of the current date.**

If you have problems cancelling your certificate, please call 1-800-507-8414 for immediate assistance (business hours only)

Entertainment Brokers International reserves the right to modify this Refund Policy at its discretion. Any such revision or change will be binding and effective immediately after posting of the revised Refund Policy on Entertainment Brokers International's Web site. You agree to periodically review our Web site, including the current version of our Refund Policy. Our refund policy is made available on our Web site. It is your obligation to review our refund policy for any such revisions.